

TRAINING AT THE TOWER

AUGUST 2009 EDITION

VOLUME II, ISSUE 8

Training at the Tower

Special Points of Interest:

- *LEADERSHIP DEVELOPMENT SERIES*
- *SNEAK PEAK AT A SHARE POINT SITE*
- *DOCUMENT MANAGEMENT USING SHAREPOINT*
- *HELP DESK*
- *WORD 2007 TIP CLEAR ALL TAB STOPS*

SPOTLIGHT ON KANAKA ASPARI

Kanaka processes and tracks the drinking water projects mail for the Engineering Section in the Water Infrastructure Branch at the Division of Water. The branch engineers review and approve about 1,200 sets of engineering plans for new water lines extensions every year.

Kanaka has been using an excel spreadsheet to track the progress of these projects while they are under review in order to update applicants on the status of their

projects and provide useful data and information to her branch manager.

Earlier this year Kanaka enrolled in the Access training series at *Training at the Tower*. After completing a couple of training sessions, Kanaka developed a separate project tracking system using Access and began testing the different features of Access like the queries and reports.

Kanaka's next assignment involves developing

customized reports for her branch manager to include in the division's Annual Report. Kanaka is very pleased with her learning experience and looks forward to her next Access training session to learn more about the different data management tools.

Shafiq S. Amawi, P.E.
Branch Manager
Water Infrastructure
Division of Water



Kanaka Aspari

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HOW TO CREATE AN EFFECTIVE POWERPOINT PRESENTATION INVITATION

Do you ever wonder if your PowerPoint presentation conveys the information you want? Do you add too much information and your audience cannot read it? What colors should I use that are appealing to all? These questions and many more will be answered by Debbie Dean

during the Augusts' Leadership Development Series.

On Aug. 13, Debbie will demonstrate how to create an effective PowerPoint. Topics will include correct colors, background, images, lists, graphs, and many other

subjects. This is part I of a 3 - part series including:

Creating Great Slides
Organization & Preparation
Delivery

You are invited to attend this Leadership Development Series at 300 Fair Oaks at noon.

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SNEAK PEAK AT A SHAREPOINT INTRANET SITE

The screenshot shows a SharePoint intranet site for 'General Administrative and Program Support'. The top navigation bar includes 'All Sites', 'Advanced Search', and 'Site Actions'. The left sidebar contains links for 'View All Site Content', 'Documents' (Shared Documents, Training at the Tower Documents), 'Lists' (Calendar, Tasks), 'Discussions' (Team Discussion), 'Sites', 'People and Groups', and 'Recycle Bin'. The main content area displays 'Announcements' and 'Calendar' sections. The 'Announcements' section lists two items: 'Get Started with Windows SharePoint Services!' and 'Universal Training at the Tower Class Registration form', both dated 7/2/2009 1:53 PM. The 'Calendar' section states there are no upcoming events. A 'Links' section on the right indicates no favorite links are currently displayed.

SHARING, MANAGING, AND FINDING DOCUMENTS MADE EASIER

Although most organizations have a mechanism for sharing documents, such as attaching them to e-mails, storing them on a shared network drive or on some other shared medium such as an Exchange Public Folder, or creating copies on a CD or diskette, these methods can be inefficient and result in a document management nightmare. For example, attaching documents to e-mail messages leads to a proliferation of the document on the network, eating up storage space and causing potential confusion among

users. Changes to the document are not managed, so one person's changes may end up overriding someone else's. In addition, finding a specific document or the most current version of a document can take hours. Some organizations have minimized the document management issues by purchasing third-party software applications used to ensure the integrity of document editing, manage approval processing, and maintain version history. However, these applications are generally expensive, don't do much more

than manage document editing and versioning, and require the user to learn a new application interface for accessing the documents.

Other organizations may use a "manual" process where the user stores the document in his own storage area until completed, then sends it to a reviewer, and then when approved, copies or moves it to a "completed documents" area with a manually created version number attached to the name. The problem with manual processes are that the human error factor comes

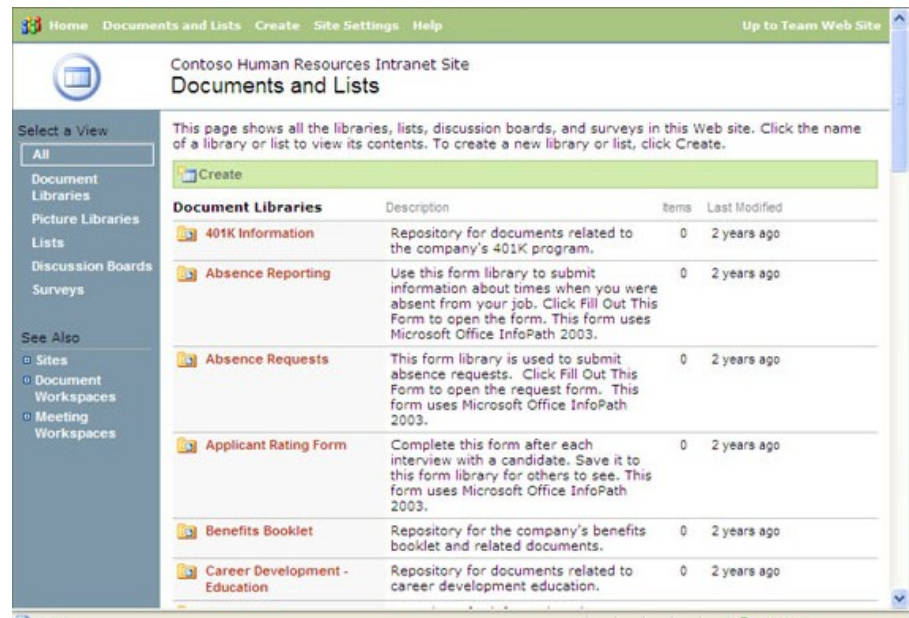
SharePoint can be used to alleviate many of these issues. An organization that uses SharePoint realizes the "standard" benefits of a document management system, including:

- * A central shared area for storing documents as opposed to all over the network, resulting in improved organization and improved storage efficiency. the ability to find documents in less time and thereby improving employee productivity.
 - * Document check-in/check-out ensures that updates are controlled and users
- continued next Page

SHARING, MANAGING, AND FINDING DOCUMENTS MADE EASIER, CONTINUED

don't overwrite someone else's work.

- * Automatic versioning of documents, enabling history to be maintained and providing roll back capabilities.
- * SharePoint provides additional features, not found in the typical document management system. These unique benefits will be discussed in the following newsletters

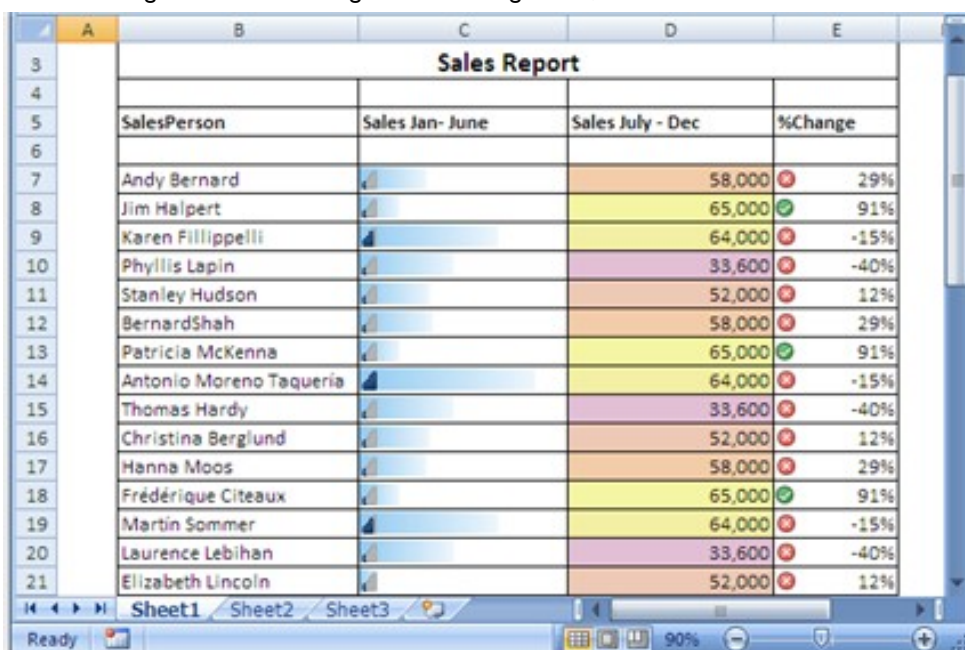


THE GAPS HELP DESK

Employees who need password resets, have questions regarding e-mail, trouble with printers or any other technical issue may file a HELP DESK ticket by accessing the Help Desk. Please *bookmark* this site: [HELP DESK](#).

EXAMPLE OF COLORFUL CHART—EXCEL 2007

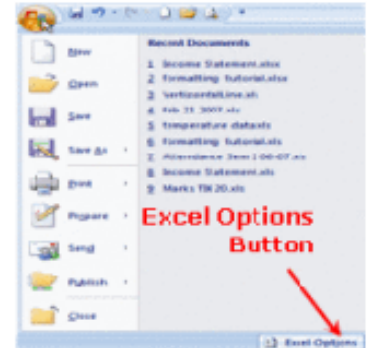
Excel 2007 has greatly improved the Conditional formatting opportunities on a spreadsheet. Below is just a simple example of what they can look like with just a click of a button (or two...) Notice the shading and the icons and gradated shading. Neat, isn't it?



Training can soothe those frustrations...

EXCEL 2007 TIP

Since there is no longer a tool's menu, or even a tools tab on the Ribbon, you have to look elsewhere for the Excel Options feature in Excel 2007.



TRAINING AT THE TOWER

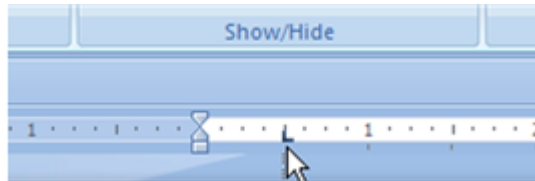
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1. Click the Microsoft Office button to open the drop down menu.
2. Click on the Excel Options located at the bottom of the menu to bring up the Excel Options dialog box.

WORD 2007 TIP CLEAR ALL TAB STOPS

Tab stops allow you to modify the horizontal position at which text is positioned on a line. If you want to get rid of all the tab stops that may be set for a particular paragraph, it's easy to do using the technique in this tip.



There may be times when you want to clear all tab stops for a certain paragraph. It is easier to start with a clear slate, so to speak. To clear all the tab stops for a paragraph, follow these steps:

1. Make sure the insertion point is in the paragraph where you wish to clear the tabs.
2. Display the Home tab of the ribbon.
3. Click the small icon at the bottom-right of the Paragraph group. Word displays the Paragraph dialog box. Click the Tabs button. Word displays the Tabs dialog box (lower left corner).
4. Click on Clear All.
5. Click on OK.



*Don't let the computer
get the best of you.
Tackle it with Training
at the Tower!*